



**County of San Diego  
Office of the Alternate Public Defender  
110 West "C" Street, Suite 1100  
San Diego, CA 92101**



**Volunteer position description:**

**Paralegal Intern**

Paralegal Interns will work at the direction of the Volunteer Coordinator under the supervision of Deputy Alternate Public Defender attorneys.

Paralegal Interns should be enrolled in or a graduate of a certificate paralegal program.

Under direct supervision, typical duties/assignments may include assisting Deputy Alternate Public Defenders by providing support with the following:

1. The planning, development and management of criminal and juvenile delinquency cases.
2. Statistical and documentary research.
3. Analysis and interpretation of various financial data.
4. Interviewing parties regarding various criminal cases or juvenile proceedings.
5. Maintaining general contact with clients and witnesses.
6. Conducting legal research.
7. Analyzing and drafting legal documents, motions, briefs, pleadings and correspondence.
8. Responding to propounding discovery and discovery requests.
9. Reconciling and summarizing witness statements and testimony, preliminary hearings, motions, and trials.
10. Collect, compile, and utilize technical information to make sound recommendations to the attorney.
11. Performs related work as assigned.
12. Provides courteous, high quality service to members of the public by personally responding to requests for service or making appropriate referral.

**Training:** Training of Paralegal Interns includes an orientation, regular meetings with Deputy Alternate Public Defenders and ongoing training on relevant legal issues.

**Commitment:** Paralegal Interns are expected to make a time commitment of approximately 20 to 48 hours per month for at least one year.

For more information, contact Rick Siref, Coordinator Volunteer Services at  
[rick.siref@sdcounty.ca.gov](mailto:rick.siref@sdcounty.ca.gov)